

Chapter 3

Building the Submittal and Error Correction Files

- 3.1 Receiving the SSCR Roster File**
- 3.2 Matching the Student Records**
- 3.3 Reading and Updating the SSCR Roster File**
- 3.4 Editing the Completed SSCR File**
- 3.5 Sending the SSCR Submittal File**
- 3.6 Error Notification and Correction**

Contents

Chapter 3: Building the Submittal and Error Correction Files

3.1 Receiving the SSCR Roster File	3-1
3.2 Matching the Student Records	3-1
3.3 Reading and Updating the SSCR Roster File	3-2
3.4 Editing the Completed SSCR File	3-5
3.5 Sending the SSCR Submittal File.....	3-5
3.5.1 Sending the Submittal File via Title IV WAN.....	3-6
3.6 Error Notification and Correction.....	3-6

Figures

Figure 3–1, Data Reporting and Changes over Cycles	3–5
--	-----

Building the Submittal and Error Correction Files

This chapter explains the following in detail:

- How to receive your SSCR Roster File from NSLDS
- How to build a complete SSCR Submittal File from the SSCR Roster File
- What to expect in the SSCR Error Notification File you receive back from NSLDS
- How to build an SSCR Error Correction File in response to the SSCR Error Notification File

This chapter also explains how the SSCR data is processed by NSLDS.

If your school uses a servicer, this chapter applies to the servicer's role. You must make sure that the servicer has the latest student enrollment information.

3.1 Receiving the SSCR Roster File

At the beginning of each SSCR cycle, NSLDS prepares an SSCR Roster File for your school. This roster contains student borrowers reported as attending your school or recently withdrawn. The NSLDS web page is used to schedule the SSCR cycles to meet school needs and federal requirements.

To sign up for the Title IV WAN, contact Title IV WAN Customer Service at 1-800-615-1189.

Rosters are received as follows:

- **Telecommunications**—Users log on to the Title IV WAN and use the Store-and-Forward facility to receive the Roster File in an electronic mailbox.
- **Servicers**—Schools using a servicer will not receive the Roster File. The Roster File is sent directly to the servicer.

For data transmission details, see Chapter 2.

3.2 Matching the Student Records

After receiving the SSCR Roster File, you must match the Detail Records in that file to the student records in your registration system or other system that maintains current enrollment information. Your administrative computing department may develop software to perform this function. Information in this chapter and the next provide guidelines to help develop this software.

SSCR Roster Files received by electronic transmission through the Title IV WAN can be processed on a PC. The EDEExpress software, part of the Title IV WAN package, can display the Roster File records one at a time and let you update them individually or as part of a batch process. EDEExpress also builds the Submittal File for transmission through the Title IV WAN.

3.3 Reading and Updating the SSCR Roster File

This section details the file definitions and processing rules that apply to the SSCR files.

- **Header, Detail, and Trailer Records**—Each SSCR Roster File contains a single Header Record, multiple Detail Records, and a single Trailer Record. The Header Record identifies the source of the file and the file's preparation or creation date. The Detail Records, one for each student, contain current information on file with NSLDS in the mandatory fields. The Trailer Record shows the number of Detail Records contained in the file. *Do not change the Record Sequence Number*
- **Format Data**—Any Detail Records added or data added, updated, or changed must be formatted according to the record layout and field definition specifications in Chapter 4. Verify changes and check for formatting errors before returning the SSCR Roster File to NSLDS as the SSCR Submittal File.
- **Record Sequence Numbers**—Each Detail Record begins with a Record Sequence Number, which NSLDS uses to ensure security and auditability. Sequence Numbers are sorted by NSLDS in ascending order. *Do not change the Record Sequence Number.*
- **Student Identifiers**—Each Detail Record contains five student identifiers. Three of the five student identifiers are also record identifiers, which NSLDS uses to match Detail Records in its database against Detail Records returned in the school Submittal File. The student identifiers uniquely identify the Detail Record.

The student identifiers are:

- Student's Social Security Number (record identifier)
- Student's Last Name
- Student's First Name (record identifier)
- Student's Middle Initial
- Date of Student's Birth (record identifier)

NSLDS provides all five student identifiers and you must not change them.

- **New Student Identifiers**—Provide corrected data for student identifiers that are incorrect or outdated using fields prefixed with the word “New”.
You must not change the SSN provided by NSLDS to match your student identification number. Use
- **School Identification Designator**—Schools that do not use the student SSN to identify student registration records may enter their identifier in the School Identification Designator field provided in the Detail Record. NSLDS will not remove or change the School Identification Designator, so it may be used in later SSCR cycles to easily match records. You must *not* change the SSN provided by NSLDS.
- **Pseudo SSN**—Sometimes the Student SSN contains a pseudo-SSN constructed by the data provider in the absence of the real SSN. This is found in older loans, made before Congress required an official SSN on loan applications. Usually a pseudo-SSN is indicated by a **P** in the Student’s Social Security Number Indicator field. If a match is found between other NSLDS student identifiers and a student enrollment record, and the real SSN is known, you can propose the real SSN in the New Student’s Social Security Number field. NSLDS will forward the proposed SSN to the data provider, who will try to confirm that the NSLDS record and the school record are for the same student. If confirmed, NSLDS will change the SSN in the Student’s Social Security Number field in the next SSCR cycle.
- **“New” Name**—If you fill in any of the “New” name fields, you must fill in all “New” name fields. If a student’s last name changes, you must enter the new last name and the first name and middle initial, even though the names are unchanged.
- **Enrollment-Related Fields**—Each Detail Record in the SSCR Roster File includes three enrollment-related fields: Anticipated Completion Date (ACD), Code for Enrollment Status (ES), and Enrollment Status Effective Date (ESED). These fields must be reviewed each SSCR cycle and updated with any change.
- **Withdrawn or Graduated Students**—Students who have graduated or withdrawn stay on the roster for 180 days past Enrollment Status Effective Date (time equivalent to the grace period).
- **Adding Students**—If you are aware of students who should be in the SSCR Roster File but are not, add a Detail Record for each student to the SSCR Submittal File. This occurs most frequently when a transfer student has a loan that needs to be deferred. The Record Sequence Number for added students must be **9999998**, and all mandatory fields must be completed (see Chapter 4). However, it is imperative that the Student Identifiers in the added records match the Student Identifiers on NSLDS. If you are unsure about Student Identifiers (Student’s Social Security Number, Student’s Last Name, Student’s First Name, Student’s Middle Initial, and Student’s Date of Birth), you must contact the data provider and verify the data. If a loan has not been reported to NSLDS by a data provider,

the student record will cause the Submittal File or Error Notification File to reject. If this occurs, remove the rejected student from the file.

Figure 3–1 illustrates a sample Detail Record as first provided by NSLDS in the SSCR Roster File, then as returned by the school in the SSCR Submittal File, and then as processed by NSLDS and returned in the next SSCR cycle as the new Roster File. In this example, the school has added a School Identification Designator and has updated several other fields.

Field	Reporting Requirement (Do Not Change or Conditional)	As Provided by NSLDS	As Returned by School	As Returned by NSLDS in Next Cycle
Record Sequence Number	Mandatory, Do Not Change	0000001	0000001	0000001
Student's SSN	Mandatory, Do Not Change	123456789	123456789	123456789
Student's SSN Indicator	Mandatory, Do Not Change	R	R	R
Student's Last Name	Mandatory, Do Not Change	Jones	Jones	Janes
Student's First Name	Mandatory, Do Not Change	Helen	Helen	Helene
Student's Middle Initial	Mandatory, Do Not Change	R	R	R
Date of Student's Birth	Mandatory, Do Not Change	19481223	19481223	19481223
New Student's SSN	Conditional	Spaces	Spaces	Spaces
New Student's Last Name	Conditional	Spaces	Spaces	Spaces
New Student's First Name	Conditional	Spaces	Spaces	Spaces
New Student's Middle Initial	Conditional	Spaces	Space	Spaces
New Date of Student's Birth	Conditional	00000000	00000000	00000000
Date of Anticipated Completion	Mandatory, Conditional	19960528	19961215	19961215
Code for Enrollment Status	Mandatory	F	H	H
Date Enrollment Status Effective	Mandatory	19940523	19950425	19950425
School Identification Designator	Optional	Spaces	98Z654321	98Z654321

Figure 3–1, Data Reporting and Changes over Cycles

3.4 Editing the Completed SSCR File

Before transmitting the completed SSCR Submittal File, the administrative computing department should run an error-checking or editing routine. Use the record layout specifications, file definitions, and error checking table in Chapter 4 to develop the routine. Be sure to check the Header and Trailer Records as well as the Detail Records for errors.

Detecting and correcting errors in the SSCR Submittal File *before* submission to NSLDS can reduce the number and size of NSLDS files returned for correction.

3.5 Sending the SSCR Submittal File

The SSCR Submittal File must be returned to NSLDS within 30 days from when NSLDS sent the SSCR Roster File. The date sent is found on the SSCR Roster File Header Record.

3.5.1 Sending the Submittal File via Title IV WAN

Schools using the Store-and-Forward facility of the Title IV WAN deposit the completed Submittal File in the NSLDS electronic mailbox.

3.6 Error Notification and Correction

After NSLDS receives and processes the file, you will receive one of the following:

- An SSCR Error Notification File that contains no error records is an acknowledgment that the Detail Records in the Submittal File contained no errors and were added to the database.
- An SSCR Error Notification File with error records will contain the Detail Records that could not be processed and the applicable error codes.

NOTE: The Trailer Record of the Error Notification File contains the total number of Detail Records received in positions 27–34, the total number of accepted records in positions 35–42, and the total number of rejected records in positions 43–50.

This file serves as the acknowledgment that NSLDS has received and processed the SSCR Submittal File. You should retain a copy of the SSCR Error Notification File for audit purposes.

If you received an Error Notification File containing Detail Records with errors, you must correct the errors and return the file as the Error Correction File within 10 days. Build and return the

Error Correction File the same way you built and returned the Submittal File. Refer to the Error Notification and Error Correction File record layout specifications in Chapter 4 for formatting differences. The error codes occupy an additional 30 bytes at the end of each Detail Record. You may use the NSLDS web page to correct errors contained in the Error Notification File. **If you correct errors using the web, you do not need to return the Error Correction File as well.**

If you have not received an Error Notification File within 48 hours of transmitting a submittal or correction file, you should call CSC at 1-800-999-8219.